

**COTS Organizational Workgroup
Meeting Minutes
April 11, 2000**

Members Present: Jerry Simonoff, DTP; Mike Thomas, DIT; Dan Ziomek, DTP; Mike O'Neil, DSS; Andy Poarch, DIT; Ray Davis, DGIF; Ulysses Brown, DHR; Gerry Pacyna, SCC; Ted Woods, VHDA.

Members Absent: : Bryan Drake, DIT; Murali Rao, DOT; Bernie Hill, DOC; Keith Segerson, GMU.

Guests: None.

Agenda:

2:00 to 2:10 Opening Remarks & Review of March Minutes

2:10 to 2:20 Workgroup Membership:

- Introduction of New Member(s)
- Expansion of Membership
- Liaison to Communications Workgroup

2:20 to 2:40 Plans for Workgroup Participation in SoTech Customer Summit (May 10, 2000):

- Technology Project Oversight
- Agency Information Officers

2:40 to 3:40 Workgroup Topics for 2000 - Selection & Prioritization:

- IT/CIO Governance?
- Technology Project Oversight?
- Project Management Development Program?
- Policy Guidance? ‡ Best Practices Center?
- CIO/AIO Development Program?
- Other?

3:40 to 3:55 Other Business & Summary of Workgroup Decisions

3:55 to 4:00 Location, Date & Time of Next Meeting(s)?

(Do Workgroup members want to set the meeting schedule for the remainder of CY 2000?)

Discussion:

Gerry Pacyna was selected to represent the COTS Organizational Workgroup on the COTS Communications Workgroup.

Members discussed the subject of the COTS Organizational Workgroup sponsoring one or more breakout sessions at the May 10th SoTech Customer Summit. The following decision was made by the members:

1. Ulysses Brown and Ray Davis would take the lead on the AIO Breakout Session and report their plan at the next workgroup meeting.
2. Jerry Simonoff and Dan Ziomek would take the lead on the Technology Project Oversight Breakout Session and report their plan at the next workgroup meeting.

The final agenda item was a review of possible topics that the Organizational Workgroup may want to address in the coming months. After discussion of proposed topics, members agreed to the following priority of action:

- (PRIORITY 4) IT/CIO Governance: What framework or processes should be established and documented, at a Commonwealth level, to insure continued and consistent implementation of the IT governance role assigned to the Secretary of Technology?
- (PRIORITY 3) Technology Project Oversight: What specific policies and processes should be established to carry out the project oversight role assigned, by law, to the Secretary of Technology?
- (PRIORITY 1) Project Management Development Program: How can the Commonwealth insure better management of IT development and implementation projects?
- (PRIORITY 2) Policy Guidance: What are the policies that should be in place to manage IT in the Commonwealth? Which current policies require update or cancellation? What new policies should be developed? In what priority sequence should policies be addressed?
- (PRIORITY TBD) Best Practices Center: Why? What? When? How? Where?
- (PRIORITY 2) CIO/AIO Development Program: How should the Commonwealth develop IT leaders? What policies and processes should be established to implement the AIO liaison function, directed by law and intended to facilitate coordination between designated departments and the Office of the Secretary of Technology?

The consensus of members was that a Project Management Program (PMP) for the Commonwealth should be given top priority and would potentially have the most significant and immediate payoff.

The design and development of a PMP for the Commonwealth will be the major topic of discussion at the next workgroup meeting. Dan Ziomek will invite Fairfax County and VDOT to make presentations on their current project management programs as part of the May meeting.

The next meeting date for the COTS Organizational Workgroup was set for May 3, 2000. The meeting will be conducted at the Department of Information Technology (DIT), Executive Conference Room, starting at 9 AM. Future meetings were also scheduled for 9 AM on the following dates: June 13; July 11; August 8; September 12; October 10; November 7; and, December 5. All meetings will be conducted at the DIT Executive Conference